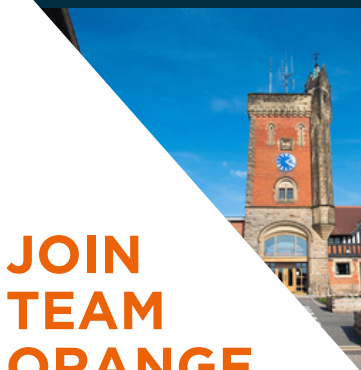


# exportise

SUMMER SCHOOLS

Recruitment Guidance

# WELFARE MANAGER



**JOIN  
TEAM  
ORANGE**

# TEAM ORANGE

For 35+ years, we've been pioneers in our field, not defined by size but by excellence. Our philosophy goes beyond traditional Vision and Values; we immerse ourselves in the unique "**Team Orange experience**," the heart of our summer school magic.

Our **mission** is crystal clear—to provide an unforgettable learning experience. **We are a family that cares passionately, supports, challenges, and grows together.** At our core lies sports, the Orange Magic that moulds our summer school, imparting life skills alongside the English language.

Our motto is: "**Tell me and I forget. Teach me and I remember. Involve me and I learn.**"

Our **aim** is to ensure that all students leave us with **improved language proficiency and confidence, motivation to participate in their Specialist Academy, with friendships and memories that will last a lifetime.** As well as providing English tuition, we help our students to discover their **True Me.** This enables them to gain the learning skills, insight and self-motivation that will help them get ready for their future, adult life.

**Team Orange Members** are carefully selected for their passion, enthusiasm, and dedication. We are immensely proud that a **large majority of our team returns year after year, while new additions are often former students or friends & family** of existing members. Together, they contribute to the vibrant atmosphere. Being on Team Orange is a responsibility we all take very seriously, as **we collectively uphold the standards** that make us fiercely proud of the way we operate and of the powerful summer school experience and memories we create for - and with - our students.



**JOIN  
TEAM  
ORANGE**

# 2024 KEY INFORMATION: WELFARE MANAGER

## PRINCIPAL RESPONSIBILITY

To oversee and ensure the overall well-being, safety, and happiness of all students and staff members.

## REPORTING TO

Centre Manager

## DATES AVAILABLE

June to August, 2-6 weeks negotiable.

## STARTING SALARY

£800 per week  
(including holiday pay)

## LOCATIONS

- Clayesmore School
- Oundle School
- Seaford College
- Teikyo School
- Worth School

## WORKING HOURS

Variable working hours with shifts including early mornings, late nights and weekends. 1 on call night per week.

## TIME OFF

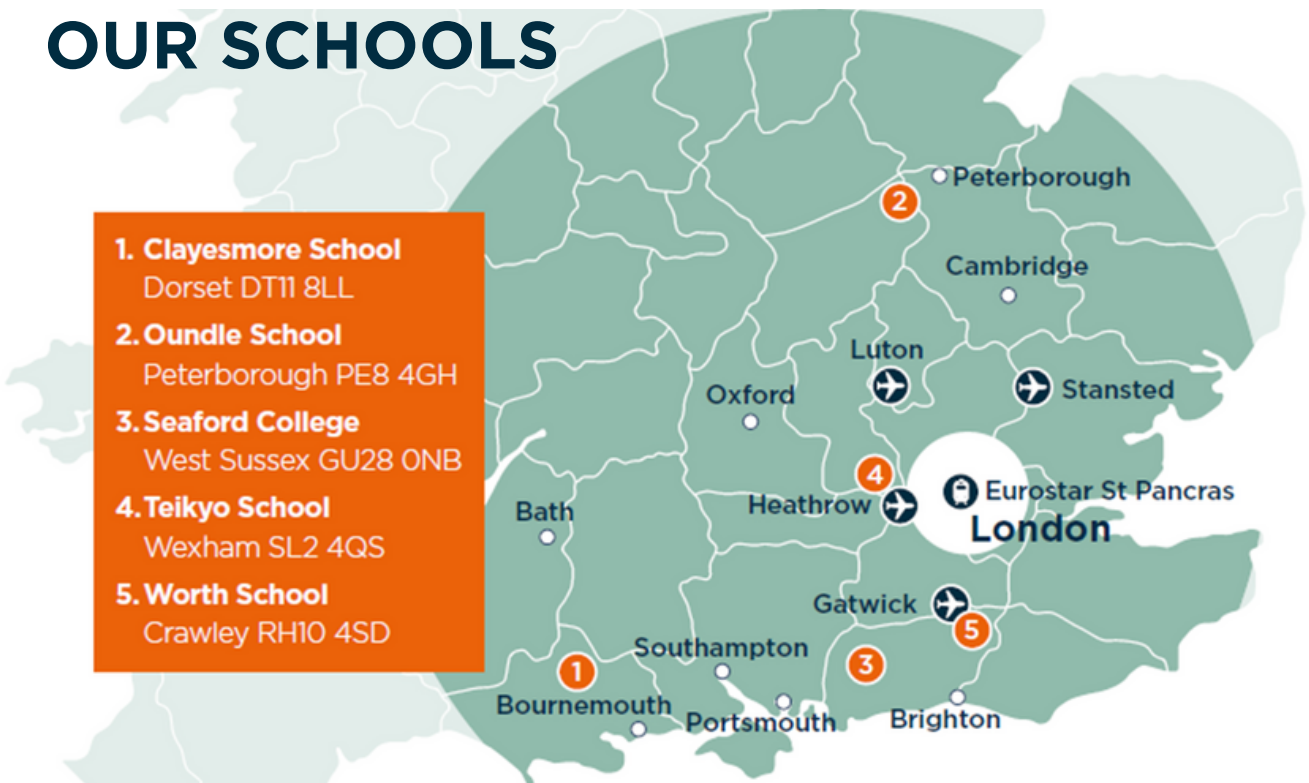
Minimum one full 24 hour period, usually during the week or Saturdays

## SAFEGUARDING

Exsportise is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

## OUR SCHOOLS

- 1. Clayesmore School**  
Dorset DT11 8LL
- 2. Oundle School**  
Peterborough PE8 4GH
- 3. Seaford College**  
West Sussex GU28 0NB
- 4. Teikyo School**  
Wexham SL2 4QS
- 5. Worth School**  
Crawley RH10 4SD



# OVERVIEW

As a vital member of the Senior Management Team, and DDSL, the Welfare Manager takes a leading role in all safeguarding matters and assumes a pivotal role in cultivating a wholesome and inclusive environment that supports the students' physical, emotional, and social development. Responsibilities encompass the implementation of policies fostering a supportive atmosphere, addressing welfare concerns, and offering support to students and staff to ensure a positive and enriching summer experience. Leading a team of Medical Officers, House Parents, and other support staff, the Welfare Manager prioritises the students' safety, welfare, and enjoyment throughout their stay.

All staff are responsible for ensuring the efficient operation of the centre. Our top priority is the safety of children and maintaining the highest standards. We require staff members to exhibit high personal standards and to be friendly, positive, and approachable while maintaining a professional and calm demeanour. Staff should be adept at handling sensitive situations, adhering to confidentiality and data protection guidelines, serving as good role models, maintaining professional boundaries and contributing to a positive summer school environment.

## SAFEGUARDING ACCOUNTABILITIES

- To be part of the safeguarding team and take a lead role in implementing Exsportise's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people are responded to appropriately.
- To be the nominated Deputy Designated Safeguarding Lead (DDSL), providing cover for the Centre Manager when they are unavailable, ensuring all concerns are followed up and recorded and where necessary elevated to the appropriate person or organisation. To assist the DSL with online safety and filtering working closely with the centre's IT providers (whether internal or external). If not already qualified, training will be provided to make sure staff have the appropriately knowledge.
- To ensure all staff and group leaders understand the safeguarding and child protection policy and procedures and know what to do if they have concerns.
- To receive and record information from individuals expressing concerns about any of our students. Together with the Centre Manager, take a proactive role in addressing information that might raise child protection concerns, including situations where an adult associated with Exsportise may pose a risk to children and young adults. This involves assessing and clarifying the information, making necessary referrals to statutory child protection agencies, and maintaining communication with these agencies, sharing and receiving pertinent information.

# MEDICAL ACCOUNTABILITIES

- To ensure exemplary medical care is available to students and staff by managing and overseeing the Medical Officers. In the absence of a Medical Officer, attend to minor ailments (e.g. coughs, colds, sore throats) and dispense prescribed medications following doctor's written instructions.
- To ensure relevant students carry any lifesaving medical devices, like inhalers and epi-pens etc, with them at all times.

# WELFARE ACCOUNTABILITIES

- Together with the Centre Manager, be responsible for all staff and students' overall safety, welfare and behaviour, including discipline, during their time at your centre. Ensure that rules are followed at all times and according to the Exsportise rules.
- To deputise for the Centre Manager and House Parents when they are not available or on-site.
- To manage student feedback, including its completion, analysis, logging and addressing negative feedback.
- To monitor mealtimes to ensure students are in attendance, are eating well and are integrating well with other students.
- To ensure that all risk assessments and fire drills are carried out as necessary and that any Health & Safety issues are dealt with and recorded.
- To provide guidance to House Parents and any staff on general welfare and provide support when issues arise
- To ensure the House Parents run their houses competently, are present in houses at given times and carry out their duties as required (e.g., house meetings, fire drills, etc). Ensuring that House Parents run regular welfare checks with all students in their boarding house and that any actions are taken and followed up.
- To help oversee student arrivals and departures from the centre and ensure students settle in and are reminded to contact home.
- To lead the Welcome Meeting with the Centre Manager to ensure students and staff get to know you, understand and follow Exsportise rules and procedures.
- To be a visible presence around camp, especially during meal and break times.
- Together with the Centre Manager, Administrators and House Parents to liaise with school domestic and maintenance staff about any issues
- To review accidents and take appropriate measures to prevent recurrences.

- To coordinate any necessary communication between parents, agents, Head Office and students and ensure Head Office is kept up to date with any issues.

## STAFFING ACCOUNTABILITIES

- To ensure all latecomers receive a “late starter” induction.
- To participate in any performance management procedures alongside the Centre Manager.
- To pay particular attention to new staff members and provide additional support where needed in their early professional growth and development.
- To assist Events Managers with the coordination of evening events staff
- To ensure Events Managers have set up activities for students to join during daytime breaks and for students departing late / arriving early on weekends.

## Additional Duties

- Assist with office duties such as answering the phone to Head Office, parents and agents.
- To liaise with Administrators and House Parents about setting up houses before students arrive
- To oversee and set up lost property procedure and ensure items are returned to students while still on site.
- Together with Medical Officer to ensure that staff coaching clothing is washed on a regular basis.
- To attend daily staff meetings
- To follow guidelines as outlined in the Staff Handbook and as explained by the Centre Manager.
- To help set up / pack up camp as required
- To carry out any other reasonable duties

# PERSONAL SPECIFICATIONS

## REQUIRED

- Minimum 2 years' experience in a pastoral / welfare role
- Valid Advanced Safeguarding (formerly Level 2) certificate
- Valid HSE-recognised First Aid certificate
- Valid "Administration of medication in schools" certificate (can be provided by Exsportise)
- A working knowledge of Boarding schools' national minimum standards
- Excellent communication skills with people of all levels, enthusiastic and friendly
- Excellent leadership skills, be able to manage, develop, motivate and support all staff and able to set high standards
- Highly organised and responsible with excellent time management skills
- Independent thinking and ability to problem-solve
- Flexibility and ability to deal well with pressure and to multi-task
- Professionalism: being of smart appearance appropriate to the role and using appropriate language
- Flexible and adaptable approach to working hours

## DESIRED

- Experience of working in a residential environment, ideally with international students

## WORKING CONDITIONS

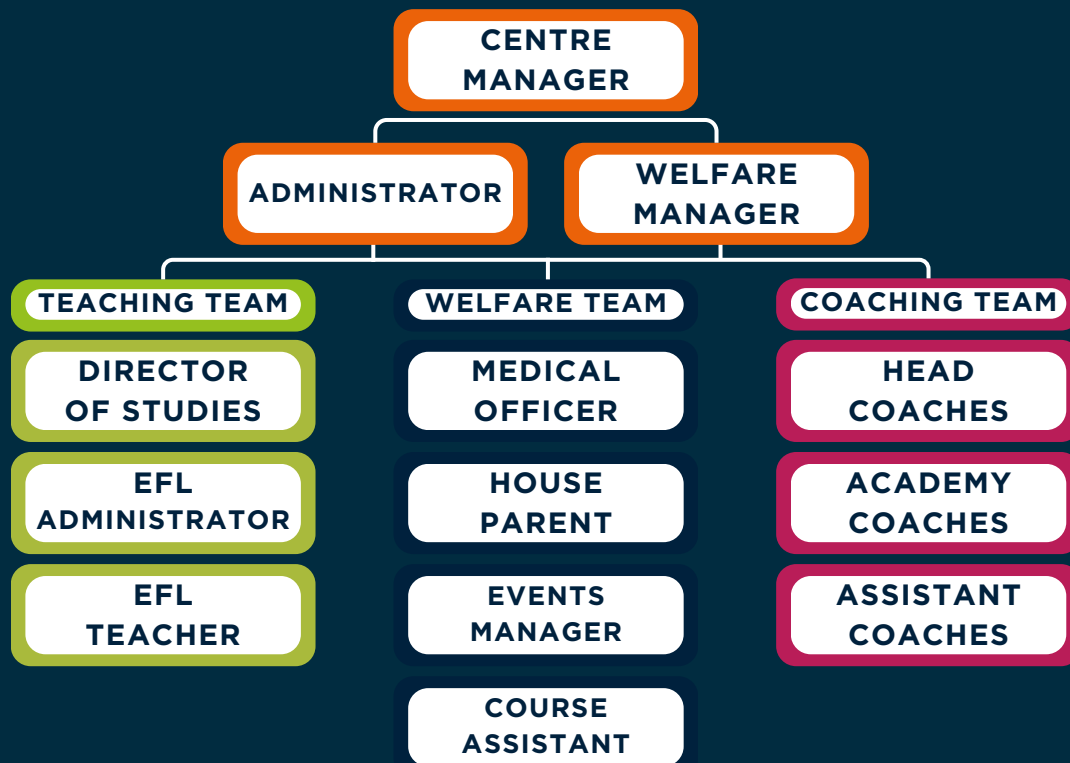
- You are entitled to one 24-hour period off per week
- You will be asked to sign the 48-hour working week opt-out agreement.
- You will be provided on-site accommodation in single rooms with shared bathroom facilities.
- 3 buffet style meals are provided, and, by prior arrangement, most special dietary requirements can be catered for.
- As part of the onboarding process, you will be asked to attend an online meeting prior to the start of our courses.

# EARN, LEARN, GROW



- Full board accommodation is provided (worth £69.93 per week)
- Two-day in-person induction, paid pro rata
- Grow in a personal and professional capacity
- Work in an international environment
- Help make Exsportise an unforgettable and enriching experience for our students
- Help create a supportive, educational, and growth-oriented experience for young, first-time employees as they embark on their professional journeys.

## CAMP STRUCTURE





# SAMPLE WEEK

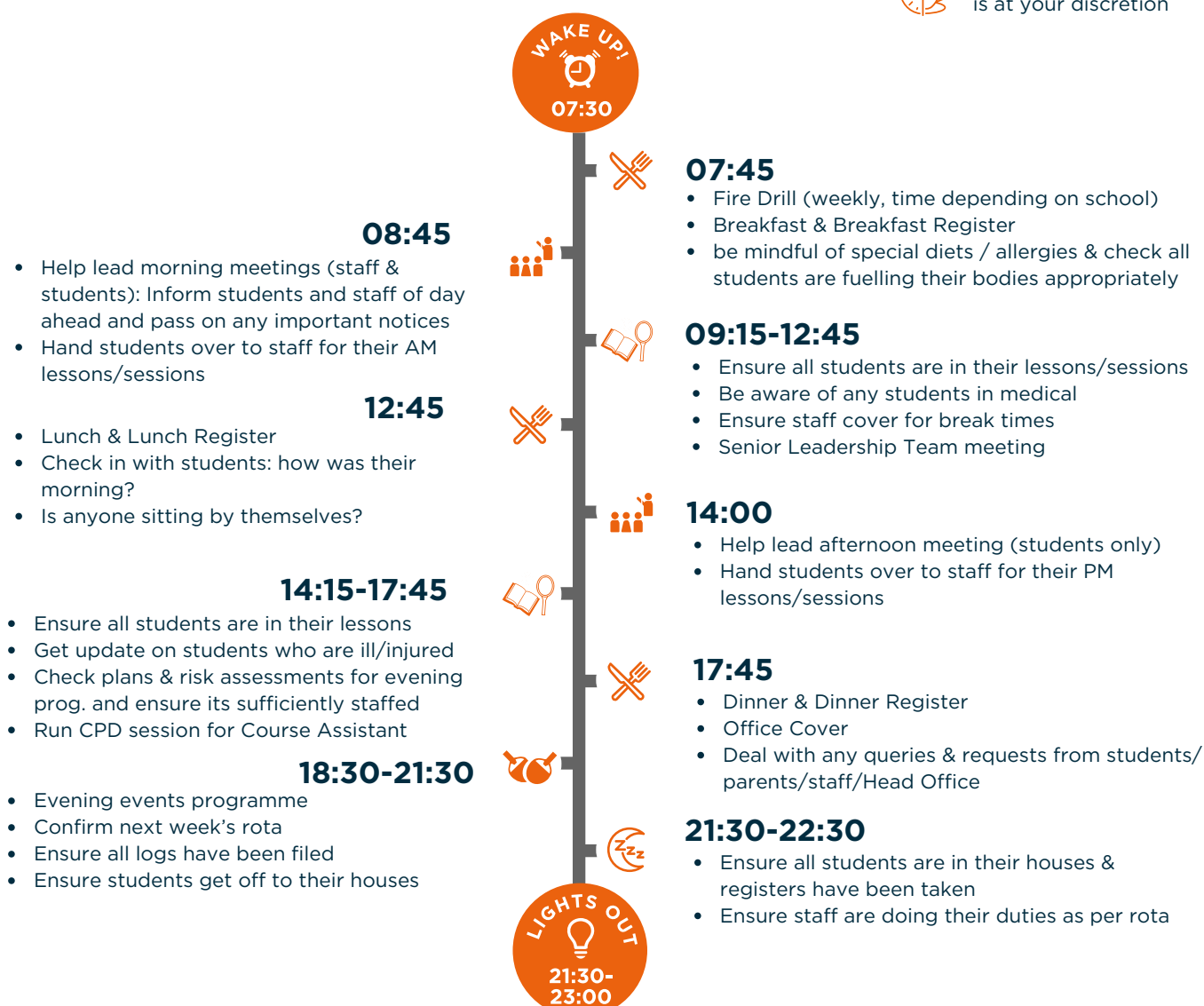
The weekly rota and days off are scheduled by the Centre Manager and, based on the camp requirements, may change on a weekly basis. Any days off requests must be approved by Head Office / Centre Manager.

The example below highlights what the daily routine of a Welfare Manager may look like. Please note this is a sample only and may vary based on the requirements of the students and the camp.

## MONDAY - FRIDAY



Time off during the day is at your discretion



## WEEKENDS



**9:00-18:00**

### Student Arrivals & Departures

Help oversee student check-in / check-outs at camp. Ensure departing students are leaving camp on time and with allocated staff member. Welcome new students and parents.



**9:00-18:00**

### Excursions

Ensure students know their group leader, have taken their packed lunches and pocket money and that excursion busses leave camp on time.

# OUR POLICY ON ALCOHOL, SMOKING AND SUBSTANCE ABUSE

Given your role with children, the possession and consumption of alcohol and substance abuse is strictly prohibited on site or during working hours. Smoking, including the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, vapes etc. is only permitted in designated smoking areas and when off duty. Staff members are required to be in a condition that allows them to effectively supervise students at all times. Failure to adhere to these rules will be regarded as gross misconduct and may result in immediate dismissal.

**For more information or to apply visit:  
[www.exsportise.co.uk/summer-jobs](http://www.exsportise.co.uk/summer-jobs)**



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Centre of Excellence  
**2023-2024**

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